

# Terms of Reference

## Region of Waterloo - Public Art Advisory Committee (PAAC)

### PAAC Vision

PAAC members endeavor to implement the Public Art Policy in a manner that honours our collective responsibility toward reconciliation, equity, diversity, and inclusion. PAAC supports the public presentation of art that encourages innovation, community dialogue, and contributes to place-keeping within the Region of Waterloo.

### PAAC Mandate

1. The Public Art Advisory Committee, upon request of the Commissioner of Planning, Development and Legislative Services, will:
  - a) Assist with developing, maintaining and implementing the Public Art Policy for The Regional Municipality of Waterloo, including but not limited to, the selection, acquisition, borrowing, display, retention, maintenance, storage and de-accessioning of public art for the Region.
  - b) Assist with identifying potential project locations, themes, budgets and selection methodology. Each selection process will be equitable and ensure representation of relevant parties of a site, and consider its unique characteristics. Project specific guidelines will be established to assist each selection process.
  - c) Comment on Regional policies, plans, programs or legislation related to public art in the Region.
  - d) Provide guidance and advice to Regional staff on the public art program.
2. The Public Art Advisory Committee will serve as a forum for the public and/or agencies to raise their viewpoints on particular public art related issues and/or findings.
3. The Public Art Advisory Committee will endeavor to increase public awareness and understanding of issues taken up by the Committee.

### Reporting

The Public Art Advisory Committee reports to the Community and Public Health Services Committee through the Commissioner of Planning, Development and Legislative Services.

## Membership

1. The Regional Municipality of Waterloo will appoint up to twelve (12) members to the committee. The committee will be composed of:
  - a) One (or two) members of Regional Council appointed for the term of each Council.
  - b) Ten (10) community representatives with a demonstrated interest in Public Art in the Region.
2. Community representatives will be recommended for appointment on the basis of experience, how their knowledge and skills complement the expertise of the committee, and their availability to attend meetings. The diverse range of committee member experience and expertise in public art may include, but is not limited to artists, architects/landscape architects, design professionals, curators, conservators, educators, administrators and community animators.
3. Membership should reflect the diversity of the Region to encourage broad community participation and ensure that all citizens have an equitable opportunity for democratic engagement. Membership shall, as much as possible, reflect the Region of Waterloo's diversity and demographics in such areas as age, gender, language, geographic representation, race, and abilities.
4. Terms are four (4) years in order to coincide with the existing Term of Council. A person who is appointed to fill a partially completed term will be appointed to the end of Council's Term of Office. Members of Advisory Committees may reapply to serve on the same Advisory Committee at the end of their term. Unless otherwise provided for by legislation or by a specific Council resolution, the limit on length of service for any resident is eight (8) consecutive years.
5. Citizen membership will be advertised and determined in alignment with the Region's Recruitment, Selection, and Appointments of Citizen Members to Regional Advisory Committees Policy. A nominating panel will be responsible for reviewing all of the applications for PAAC and then recommending advisory committee appointments to Regional Council. The representative Regional Councillors will be appointed by Regional Council.
6. Any member missing three consecutive meetings without reason will be requested to resign and the position will be deemed vacant, subject to an opportunity for the member to address the Advisory Committee in writing regarding their absenteeism.
7. A representative of Cultural Services and a representative of Facilities Management shall be in attendance at all meetings.
8. The Commissioner of Planning, Development and Legislative Services or their designate shall be in attendance at all meetings.

## **Meetings**

1. Meetings will be held as required, at the call of the Chair (on average four times per year).
2. The Chair and Vice-Chair of the Public Art Advisory Committee will be selected from among the members at the first meeting of each calendar year.
3. The quorum for a meeting will be 50 per cent of the members plus one.
4. The Public Art Advisory Committee may, from time to time, invite other persons or groups to address the committee and participate (non-voting) in discussions on subjects before the committee.

## **Agenda Preparation for the Meeting**

The Public Art Advisory Committee will be supported by Planning, Development and Legislative Services staff in the preparation of agendas, minutes, distribution of information, facilitation of meetings, research and preparation of draft reports as appropriate.

The meeting agenda will be provided by the Cultural Services department in consultation with committee members. The PAAC Chair should be able to devote some time between meetings to work with Regional staff. Cultural Services staff will provide direct support to the committee.

## **Minutes of the Meeting**

Council and Administrative Services staff will prepare minutes for the Public Art Advisory Committee. Minutes of meetings will be kept by Planning, Development and Legislative Services, and are available to the public.

## **Remuneration**

1. Committee members will be reimbursed if a submission is made for mileage and incidentals for in-person meetings (parking, long distance telephone, transit fare, meals and snacks) as required.
2. Upon request and pending availability, members will have access to secure bicycle parking during committee meetings.

## **Conflict of Interest**

As per the 2019 Code of Conduct for Citizen Appointments to Local Boards, Foundations

and Advisory Committees Policy, a Member shall immediately disclose a real or perceived conflict of interest as prohibited by the policy.

Where a Member believes or has been advised that they have or may have a conflict of interest in a particular matter they shall:

- a) prior to any consideration of the matter, disclose their interest and the general nature thereof;
- b) leave the room for the duration of time that the matter is being considered;
- c) not take part in the discussion of, or vote on any question or recommendation in respect to the matter, and;
- d) not attempt in any way, whether before, during or after the meeting, to influence the voting on any such question or recommendation.

Members may seek advice with the Region of Waterloo Integrity Commissioner.